



Chemical Terrorism Clinical Specimen Shipping Requirements
STATE LABORATORY INSTITUTE
305 South Street
Jamaica Plain, Ma, 02130

Preparing documentation

Since blood tubes and urine cups are shipped separately, prepare a separate shipping manifest for each. Place each shipping manifest (with specimen identification numbers) in a plastic zippered bag on top of the specimens before closing the Styrofoam lid of the corrugated fiberboard box.

A chain of custody form does not need to be transported with specimens. Each entity/organization handling the specimens is responsible for the specimens only during the time that they have control of the specimens. Each entity/organization receiving the specimens must sign-off on the chain of custody form of the entity/organization relinquishing the specimens to close that chain. When receiving specimens, each new entity/organization must begin their own chain of custody and have the entity/organization relinquishing the specimens sign their chain of custody to start the chain and indicate that they have transferred the specimens. **When specimens are transferred between entities/organizations, each entity/organization retains their chain of custody forms.**

Note: When the individual relinquishing the specimens (relinquisher) and the individual receiving the specimens (receiver) are not together at the time of specimen transfer, the relinquisher will document on their chain of custody that the receiver is “FedEx Tracking Number” or have the individual transporting the specimens sign the chain of custody to indicate that they have taken control of the specimens. Likewise, when the receiver receives the specimens, they will document on their chain of custody that the relinquisher is “FedEx Tracking Number” or have the individual transporting the specimens sign the chain of custody.

Preparing packaged specimens for shipment

- Secure outer packaging tops and bottoms with filamentous shipping/strapping tape.
- Affix labels and markings adjacent to the shipper’s/consignee’s address that appears on the package.
- Place a UN 3373 diamond marking on the outer package.
- Place the proper shipping name, “Diagnostic Specimen” on the outer packaging adjacent to the UN3373 marking.
- Ensure that two orientation “up” arrows are located on two opposite sides of the outer package.
- For packages containing dry ice, place a class 9 hazard label on the same side of the outer packaging as the UN3373 marking. If the proper shipping name, either dry ice or carbon dioxide solid, and UN1845 is not preprinted on the hazard label, add it adjacent to the label. Note the weight of dry ice in the packaging on the preprinted area of the hazard label or place that information adjacent to the class 9 hazard label and proper shipping name.

Shipping specimens

- Prior to shipping samples, please call the State Laboratory Institutes' 24/7 BT/CT emergency phone at (617) 590-6390 or the pager at (617) 228-1576
- A courier may be provided for shipping samples to the State Laboratory Institute. To arrange for a courier call the 24/7 BT/CT numbers above.

Ship specimens to the following address:

Department of Public Health
Environmental Chemistry Laboratory
ATTN: Paul Jankauskas and Caley Heckman
305 South Street, room 305
Jamaica Plain, MA 02130

Questions

If you have any questions or problems with specimen packaging or shipment, please e-mail or call one of the following contacts at the DPH's Environmental Chemistry Laboratory, State Laboratory Institute.

- Caley Heckman, Assistant Coordinator
Chemical Terrorism Response Laboratory
Caley.P.Heckman@State.MA.US, or (617) 983-6939
- Paul Jankauskas, Coordinator
Chemical Terrorism Response Laboratory
Paul.Jankauskas@State.MA.US, or (617) 983-6650